**State of Maryland**

**Board of Individual Tax Preparers**

**Business Meeting Minutes**

*Monday, November 14, 2022*

*Via Google Meets Teleconference*

**TIME:** 10:00a.m.

**PLACE:** VIA Google Meet Teleconference

1100 N. Eutaw Street

5th Floor Conference Room

Baltimore, MD  21201

**PRESENT:** Steven P. Wions, Chair

Jane M. Bourassa, Vice Chair

Janice Shih

Victoria Kelly

Symon Manyara

**STAFF**

**PRESENT:**  Kausar Syed, Deputy Commissioner

Christopher Dorsey, Executive Director

Fatmata Rahman, Office Secretary

Jessica Praley, Legal Counsel

**BOARD/STAFF**

**ABSENT:** Javier Solis

Brian McCurdy

**OTHERS**

**PRESENT:** Mary Beth Halpern, MACPA

Chairman Wions called the meeting to order at 10:02 a.m.

Upon a motion **(I)** by Mr. Bourassa, seconded by Mr. Manyara, the Board voted to approve the minutes for the October 17, 2022 meeting.

**Chairman’s Report**

No report.

**Executive Director’s Report**

Mr. Dorsey announced that he would like all Board members to attend the January 9, 2023 meeting in person and requested Board members notify him in advance to confirm.

Upon a motion **(II)** by Ms. Bourassa and seconded by Ms. Kelly, the Board unanimously approved the Executive Director’s Report.

**Examination Committee Report**

Ms. Bourassa reported on the Examination Committee’s review of the PSI examination results for October 17, 2022 through the present. The examination was administered to 39 candidates: 9 passed on the first attempt, 11 failed on the first attempt, 9 repeated the exam and passed, and 10 repeated the exam and failed.

Upon a motion **(III)** by Mr. Manyara and seconded by Ms. Kelly, the Board unanimously approved the Examination Committee Report.

**New Business**

The Board completed nominations for Chair and Vice Chair.

Upon a motion **(IV)** by Mr. Manyara and seconded by Ms. Kelly, the Board unanimously voted to keep Mr. Wions as Chair.

Upon a motion **(V)** by Ms. Kelly and seconded by Ms. Shih, the Board unanimously voted to keep Ms. Bourassa as Vice Chair.

**Old Business**

None.

**Closed Session**

Upon a motion by **(VI)** Ms. Kelly and seconded by Mr. Manyara, the Board unanimously voted to go into closed session at 10:47 a.m.

At 10:56 a.m., upon a motion by **(VII)** Ms. Kelly and seconded by Ms. Bourassa, the Board unanimously voted to return to the open session.

Upon a motion by **(VIII)** Ms. Kelly and seconded by Mr. Manyara the Board unanimously voted to approve the decisions made in the closed session.

**Adjournment**

There being no further business, upon a motion by **(IX)** Ms. Bourassa and seconded by Mr. Manyara, the Board unanimously voted to adjourn the meeting at 11:02 am.

**Next Meeting Date**

The next meeting of the Board will be held Monday, January 9, 2023, at 10:00 a.m.

\_\_\_\_\_With corrections x Without corrections

Signature on file January 9, 2023

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Steven P. Wions, Chair Date